

**UNITED STATES MARINE CORPS**  
Utilities Instruction Company  
Marine Corps Engineer School  
PSC Box 20069  
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OCT 99

**STUDENT HANDOUT**

**MAINTENANCE MANAGEMENT**

1. **LEARNING OBJECTIVES:**

a. **TERMINAL LEARNING OBJECTIVES:**

(1) Provided an ERO Shopping/Transaction List (NAVMC 10925), appropriate stock list(s), and references, complete the EROSL so that all relevant sections are accurately completed per type of service per the references. (1171.06.03)

(2) Provided a Worksheet for Quarterly Preventive Maintenance and Technical Inspection (NAVMC 10560) and references, complete the Worksheet for Quarterly Preventive Maintenance and Technical Inspection so that all repairs, services, and materials utilized to complete the scheduled maintenance are accurately recorded per the references. (1171.06.05)

b. **ENABLING LEARNING OBJECTIVES:**

(1) Provided a list of categories of maintenance used in the Marine Corps, select the correct order from the lowest to highest category level in accordance with UM 4790.5. (1171.06.03a)

(2) Provided a Technical Manual short title, identify what echelon(s) of maintenance are covered in the manual as indicated in the last two digits of the short title. (1171.06.03b)

(3) Provided a list of technical manual contents, match the contents to the appropriate chapter number as found in a Technical Manual. (1171.06.03c)

(4) Provide a SL-3, a list of National Stock Numbers (NSN), match each part to its NSN in accordance with the SL-3. (1171.06.03d)

(5) Provided a SL-4, a list of parts, and a list of National Stock Numbers (NSN), match each part to its NSN in accordance with the SL-4. (1171.06.03e)

(6) Provided a SL-4, SMR code, and a list of echelons of maintenance, identify the echelon of maintenance for the different maintenance steps in accordance with the SL-4. (1171.06.03f)

(7) Given a list of actions and a list of material usage codes, match each usage code to its action in accordance with TM 4700-15/1. (1171.06.03g)

(8) Provided an Equipment Repair Order Shopping List (EROSL NAVMC 10925) and all the pertinent data, complete the EROSL for requisitioning parts in accordance with TM 4700-15/1. (1171.06.03h)

(9) Provided a Worksheet for Quarterly Preventive Maintenance and Technical Inspection for Engineer Equipment and pertinent data, complete section "A" of the Worksheet for Quarterly Preventive Maintenance and Technical Inspection for Engineer Equipment in accordance with the equipment's technical manual and TM 4700-15/1. (1171.06.05a)

(10) Provided a Worksheet for Quarterly Preventive Maintenance and Technical Inspection for Engineer Equipment and a list of defects, completely annotate the defects on the Worksheet for Quarterly Preventive Maintenance and Technical Inspection for Engineer Equipment in accordance with the equipment's technical manual and TM 4700-15/1. (1171.06.05b)

#### BODY

1. RESPONSIBILITIES: As Engineers, regardless of your current job description (mechanic, operator, etc.), there are certain procedures you are required to know and perform as part of your daily task. These responsibilities will vary according to job title and rank. As you progress within the field and gain seniority, you will be given increased responsibility. Some of these responsibilities include knowing how to:

- a. Use all types of technical publications.
- b. Locate these publications.
- c. Order repair parts for equipment.
- d. Perform preventive maintenance on all equipment.
- e. Conduct inventories of tool kits and equipment.
- f. Report improper use, operation, negligence, or abuse of equipment.
- g. Perform a limited technical inspection.

2. THE MARINE CORPS MAINTENANCE SYSTEM: is structured by the Department of Defense into three categories that perform different missions. They are listed as follows:

a. Organizational Maintenance: This type of maintenance is performed by the unit that has been assigned the equipment. The extent of maintenance performed is limited to the two echelons listed below:

(1) First Echelon: First Echelon Maintenance is performed by the user or operator of the equipment. It includes the proper care, use,

operation, cleaning, preservation, lubrication, minor adjustment, parts replacement as prescribed by pertinent publications and tools allowed.

(2) Second Echelon: Second Echelon maintenance is performed by specially trained personnel (Mechanics) in the organization. Appropriate publications authorize second echelon maintenance, additional tools and necessary parts, supplies, etc. Tools are generally restricted to hand tools that are commonly found in a mechanic's tool box. Most of the work consists of preventive maintenance services, adjustments, tightening, equipment inspections, and replacement of easily accessible components and assemblies.

b. Intermediate Maintenance - This type of maintenance is provided by designated activities (units) in direct support of using organizations (units that have been assigned specific equipment). The level of maintenance to be performed is limited to the following two echelons:

(1) Third Echelon: Maintenance performed by special units in support of one or more using organizations of the FLEET MARINE FORCE (FMF). It consists of diagnosis and fault isolation, repair of equipment using piece parts, assemblies, and components, performing light body repairs, and utilizing contact teams to perform or assist in performing on-site diagnosis/repair. Third echelon is authorized a greater selection of tools than 2nd echelon plus test and diagnostic equipment to accomplish their maintenance mission.

(2) Fourth Echelon: Fourth Echelon Maintenance is performed by units organized as semi-fixed or permanent shops to serve lower echelons within a geographical area. They are the highest maintenance units available in the field, and are well equipped. Their job consists of component/ assembly rebuild and repair, diagnosis and isolation of internal piece parts plus their repair, heavy body and frame repair, and jobs that include grinding, pressing, welding, and machining. Fourth echelon has both welding and machine shop capabilities and the personnel assigned are trained to perform these functions.

c. Depot Maintenance: Depot or Fifth Echelon maintenance is performed by Albany GA, and Barstow CA, and in support of all units. They are commonly called rebuild centers. Fifth echelon is basically there build/ overhaul of end items (equipment). They also rebuild components, perform repairs beyond the capability of the FMF, manufacture items and parts not provided by or stocked in the supply system, provide technical assistance to the field and provide stocks of serviceable equipment.

d. Contact Team Maintenance: When it is impractical to deliver equipment to a central shop for maintenance or the equipment type is concentrated in a particular location, it is often economical to divide the total maintenance capability and locate a contact team on site. The establishment and operation of this team may be for a limited or extended period of time and is an extension of the central shop operations. A contact team is a temporary organization consisting of one or more mechanics/ technicians (with tools and equipment/repair parts) formed to accomplish its specific task and dissolved upon completion thereof. A contact team is normally tailored to a commodity or weapon system. It performs on-site maintenance or provides technical assistance.

#### 4. TECHNICAL MANUALS:

a. Purpose: The purpose of a TM is to provide specifications, lubrication instructions, maintenance instructions, and other related maintenance actions.

##### b. Cover of Technical Manual

(1) Front cover shows the type of publication, equipment nomenclature, model designation, NSN, date of publication, short title, the (PCB) publication control number, and main subject table of contents.

(2) The short title in the upper right hand corner of the cover indicates some necessary information about the equipment and the publication itself. The short title TM-08580C-10/1 indicates the following information.

(a) TM - Indicates this is a technical manual, not a stocklist or Marine Corps Order, etc.

(b) 08580 - This five digit number is what is referred to as an Item Designator Number. ID number will always be five digits and are assigned to equipment upon its introduction into the Marine Corps inventory.

(c) C - This letter, the last part of the ID number, indicates the model of equipment covered by this publication. Lack of a model designator means more than one model is covered by the publication and they will be listed on the front cover.

(d) 10 - This number indicates the echelon(s) of maintenance covered within the publication. This particular one covers 1st echelon maintenance. Not always will it be a 10, however. You can have any combination of numbers such as: 24 = 2nd-4th; 35 = 3rd-5th; 10 = 1st only; 12 = 1st-2nd; 20 = 2nd only; 40 = 4th only, etc.

(e) /1 - Sequence number. The sequence number follows the basic number or maintenance echelon indicator. The maintenance echelon indicator is not considered as part of the assigned sequence number. It indicates a manual as being one in a series for a specific item of equipment.

**(NOTE: THE SHORT TITLE WILL APPEAR ON ALL MARINE CORPS PUBLICATIONS, NOT JUST TMs).**

c. Safety Summary - This is a listing of all the safety warnings for the equipment covered in the manual, compiled, and listed in the front of the manual just before the table of contents right behind the front cover.

d. Table of Contents - This gives a listing of the information contained in the manual cross-referenced to chapter and page number.

e. List of Illustrations - Lists all illustrations cross-referenced to chapter and page.

f. List of Tables - This section lists tables such as table of trouble-shooting, preventive maintenance, etc. Tables are cross-referenced to chapter and page number.

g. CHAPTER 1 - INTRODUCTION - Contains general information / description of the item of equipment. This section does just as the name implies, gives the weights, measurements, etc., and finally it contains technical principles of operation.

h. CHAPTER 2 - OPERATING INSTRUCTIONS - Contains operating instructions that tell the user how to prepare for use, start, run, and utilize all controls and functions associated with equipment operation to include operation under usual and unusual conditions.

i. CHAPTER 3 - MAINTENANCE INSTRUCTIONS - Depending on the echelon(s) covered within each technical manual, one or more of the following will be found:

(1) Lubrication Instructions - Here we find a schematic of the item with arrows pointing to lube points. This section also establishes the interval and the proper lubricants to be used.

(2) Troubleshooting Procedures - Here you will find the malfunctions cross-referenced to the probable cause and remedies. As mechanics, this can be a valuable tool in the repair process.

(3) Organizational Maintenance - This section shows those 1st and 2nd echelon maintenance services to be performed.

(4) Field Maintenance Section - This section of the manual (if the manual covers this echelon) is where the 3rd and 4th echelon maintenance instructions are covered.

(5) Overhaul Section - Here is where you find the rebuild and overhaul instructions for the equipment and its components.

j. CHAPTER 4 - MAINTENANCE OF AUXILIARY EQUIPMENT - Contains the auxiliary material (if applicable) used in conjunction with the equipment. It is set up the same way as a technical manual, but in a condensed version.

k. Index: Like any index, it shows what is in a publication and the page on which it is found. This is set up in alphabetical sequence and should be used to avoid unnecessary time thumbing through pages. The index is usually located in the back of the publication.

## 5. COMPONENTS LIST (SL-3):

a. Purpose: The SL-3 provides a listing of components/accessories needed to make an item complete. These components/accessories are not repair parts but items like tools, fire extinguishers, hoses, pressure gauges, sirens, flashlights, etc. The main purpose of the SL-3 is inventory control.

b. Contents:

(1) The front cover has the same basic data as a TM. The short title SL-3 08580A is broken down as follows:

(a) SL-3 - Stock List-3 (components list)

(b) 08580 - ID Number

(c) A - Model Designator, Lack of a model designator means more than one model is covered but they will be listed on the front cover.

(d) There are no numbers to indicate the echelon(s). All SL-3 components list are first echelon parts.

(2) After the front cover, there is some technical data given for the item. This **technical data** does not duplicate a TM. It is usually restricted to weights, measurements, capacities, power requirements, limitations and possibly manufacturers.

(3) After the technical data, is the List of Components and certain bits of information about those components in the following columns of information.

(a) Item Number - Every item is numbered sequentially.

(b) NSN - This is the national stock number for that particular item. Needed for requisitioning.

(c) Reference Designator/Figure Key - This column reflects a figure number and key if they are illustrated in the SL-3.

(d) Model - If the stock list covers more than one model, the model column could reflect a letter showing what model that item has application to.

(e) Item Identification - Nomenclature and possibly a description of the item.

(f) Unit of Measure - As applies to that item of equipment. Not necessarily the correct one for requisitioning.

(g) Quantity Used in Unit - This is the number of those items needed to make the item complete.

(4) At the end of the components list there is an inventory sheet. The inventory sheet is used for monthly inspections of the gear to ensure all SL-3 components are accounted for.

(5) The information on the inventory sheet corresponds to the information on the components list. The inventory sheet has a space to annotate the month the inventory was completed and remarks column to annotate missing or unserviceable components.

6. REPAIR PARTS LIST (SL-4): The repair parts list is a publication called a Stock List-4 better known as a SL-4.

a. Purpose: The SL-4 is used to list and identify repair parts. It provides the requisitioning data for those parts.

b. Contents:

(1) The short title is similar to the SL-3. The only difference is that a SL-4 is always a repairs part list and not a components list. As with the SL-3 the SL-4 short title does not have numbers to indicate the echelon(s) or level(s) of maintenance covered. The SL-4 covers 2nd-5th echelon parts. This will be covered later under the SMR code.

(2) Before you actually get into the parts listing, you will find several appendixes in the front of the book.

(a) Federal Supply Codes for Manufacturers - This lists the name and address of those manufacturers who make parts/ components for that item. As you see, the manufacturers are also assigned a number, called an MFR Code and will be needed in cross-referencing as you will see later.

(b) Table of Contents - This serves as a quick reference for locating the five sections, the repair parts, group listings, or specific repair parts within the group.

(3) Part I - Preface/Introduction - This section provides you with an explanation to the purpose of the SL-4, summarizes each section and explains each column in the tabular lists, appearing in the SL-4.

(a) Item Number - Starting with item number 1 which is the end item itself, everything is numbered sequentially as it appears in the SL-4. If there were 50,000 replaceable/ repairable items, then that's how many items would be shown and numbered. The item number is also used for cross-referencing when that particular part does not have a NSN.

(b) Model - This indicates the model to which the part applies if the SL-4 covers more than one model.

(c) NSN - The National Stock Number is a 13 digit number used to requisition the part. If no NSN is listed, you may have to go to Part II and obtain a part number and MFR Code to obtain the item. Depending upon the SMR Code, you may have to obtain the next higher assembly or even get the item from salvage.

(d) Reference Designator/Figure Key - This references individual repair parts to an illustration. It allows you to go back to the numbered figure and the itemized part for identification/clarification purposes. These figures are useful in determining what the next higher assemblies would be.

(e) Item Identification - Contains the item name and the description of the repair part.

(f) Unit of Measure - Provides the measurement standards as it relates to the specific end item, not necessarily the one to use for requisitioning the part.

(h) Quantity - Subdivided into (per application) and per equipment). This column shows how many are used for a particular application and how many of those items/parts are used within the end items.

(i) SMR Code - This consists of five letters representing the three parts of the code. The breakdown of the five letters is as follows:

1 **Source** - consists of the first two letters combined to indicate the manner of acquiring support item for maintenance, repair, or overhaul of end items.

2 **Maintenance** - consists of the third and fourth positions and indicates whether the item is to be repaired and identifies the lowest maintenance level to remove, replace and repair.

a **Third position:** indicates the lowest maintenance level authorized to remove, replace, and use the support item.

b **Fourth position:** indicates whether the item is to be repaired and identifies the lowest maintenance level with the capacity to complete repair.

3 **Recoverability** - is the fifth position and indicates disposition action on unserviceable items.

(j) Special Stockage Indicator - This column reflects the condition in which certain maintenance parts are stocked.

(k) Replacement Factor - Reflects in decimal form the average rate an item is expected to need replacement (assigned on the parts first appearance in the publication).

(4) Part II - **ITEM NUMBER CROSS-REFERENCE** - Consists of a cross-reference from RPL item numbers to part code numbers. Part II is arranged in numerical sequence by RPL item number and contains only those items listed in Part I which do not have an NSN.

(a) Item Number - The item number, which is everything numbered sequentially, refers to the list of repair parts in part I that do not have NSN's.

(b) Part No - This is the manufacturers part number assigned that part.

(c) Manufacture Code - This is a five digit code that references the Manufacturer of that part. This is also called Federal Supply Codes of Manufacturers located in the front of the SL-4.

(5) Part III - **NATIONAL STOCK NUMBER CROSS-REFERENCE** - Consist of a cross-reference from NSN to RPL item numbers, part numbers, and



manufacturers' code numbers. Part III is arranged in NSN sequence and contains only those items listed in Part I which have an NSN.

(a) NSN - The National Stock Number is cross referenced from Part I. If no NSN is listed, you may have to go to Part II and obtain a part number and MFR Code to obtain the item. Depending upon the SMR Code, you may have to obtain the next higher assembly or even get the item from salvage.

(b) Item Number - Everything is numbered sequentially with the NSN not in item number sequence in this section.

(c) Manufacture Code - This is a five digit code that references the Manufacturer of that part.

(d) Part No - This is the manufacturers part number assigned that part.

(6) Part IV - **PART NUMBER CROSS-REFERENCE** - Consists of a cross-reference from part numbers to manufacturers' code numbers, RPL item numbers, and NSN's for all items listed in Part I for which part numbers are available. Part IV is arranged in alpha numeric sequence by part number.

#### 7. MAINTENANCE RECORDS:

a. As basic engineers, it will be to your benefit to know who is responsible for records, what records are required, and where to find instructions for complete usage of records and forms.

b. Responsibilities of records maintenance is primarily the Commanding Officer of a unit. However, it is the responsibility of the operator and maintenance personnel to make required entries on these forms once a PM (preventive maintenance) or CM (corrective maintenance) service has been completed.

c. TM 4700-15/1 lists the minimum required records and forms for proper operation and maintenance that are mandatory for use in the Marine Corps Maintenance System.

d. UM 4790.5 provides instructions for the preparation, use and disposition of the minimum required records and forms associated with the operation and maintenance of Marine Corps Equipment.

#### 8. NAVMC 10245, EQUIPMENT REPAIR ORDER (ERO):

##### a. Purpose:

(1) The purpose of an ERO is to request the performance of equipment maintenance to include modifications, calibration, and LTI's on tactical ground equipment.

(2) It is used for transmitting work to higher echelons for maintenance and for recording and reporting the services performed.

(3) Maintenance personnel will use the ERO in all instances where either repair parts or resources are required in the performance of maintenance.

(4) This form is not used to request or record either operator maintenance (first echelon) or depot level maintenance (fifth echelon). However, it will be used to evacuate equipment requiring second and higher echelon maintenance when the supporting unit for second through higher echelon maintenance is other than the owning unit.

(5) It may also be used by first echelon maintenance personnel in conjunction with the EROSL (Equipment Repair Order/Shopping List) to order SL-3 components.

b. Responsibilities:

(1) Preparing Activities:

(a) The preparing activity may be the equipment owner, the equipment user (e.g., the equipment is on temporary loan), or the equipment custodian as in the case of the maintenance shop evacuating the equipment to the next higher echelon.

(b) The preparing activity is responsible for initial preparation of an ERO to include completion of the heading and description of work to be performed.

(c) Those items marked with an asterisk (\*) listed under preparation instructions will be completed by the preparing activity during initial preparation of the ERO.

(2) Maintenance Activities:

(a) A maintenance activity will receipt for the equipment by completing the "Accepted By", date and ERO number blocks.

(b) A maintenance activity will enter information on work performed as maintenance actions are completed and will close out the ERO.

(c) If it becomes necessary for a maintenance activity to evacuate the equipment to the next higher maintenance echelon, the maintenance activity will initiate a new ERO, completing those items required of the preparing activity and using its ERO number as the request number.

c. Preparation Instructions:

(1) ERO Number - The work order number assigned by the maintenance activity performing the repairs.

(2) Accepted By (Signature) - Enter the signature of the person accepting the equipment for the maintenance shop performing the repair.

(3) Date DRIS (Date Received in Shop) - Enter the julian date on which the equipment is accepted by the maintenance shop performing the

repairs.

\* (4) Organization Doing Repairs - Enter the name of the maintenance shop performing the repairs to which the equipment is being evacuated for repairs.

\* (5) ECH (Echelon) - Enter the echelon of maintenance (1,2,3,or 4) to indicate which echelon is performing the repairs. ("1" is entered when ordering SL-3 parts).

\* (6) Serial Number - Enter the serial number of the equipment. The serial number is obtained from the data plate. The serial number will be right-justified (the last number of the serial number will always be in cc-35 (card column)).

\* (7) Authorized By (Signature) Date - The person who has been designated at the preparing activity to authorize work to be performed.

\* (8) PRI (Priority) - Enter the priority assigned to the ERO. This entry is made by the preparing activity.

\* (9) ID Number - Enter the system I.D. (Item Designator) number.

\* (10) Nomenclature - Enter the short noun nomenclature and/or model number of the equipment being submitted for repair.

\* (11) JON (job order number) - Enter the JON to be charged for the repair parts and maintenance of the equipment.

(12) Shop Section - The maintenance activity enters the appropriate shop section code as indicated in UM-4790.5.

(13) Item Number - Enter the number of each task performed in numerical sequence.

(14) Description of Work - The preparing activity will enter a brief description of each task.

(15) Labor (Hours) - Enter the total labor hours to the nearest one-tenth of an hour required to repair each defect listed in the "Description of Work".

(16) Mechanic (Signature) - Enter the signature of the mechanic performing the repair of the defect. If more than one mechanic performs the repairs, the senior supervisor will sign his/her signature as the responsible individual.

d. ERO composition/disposition

(1) An ERO consists of sheets of self-carbonizing paper of four colors: white, pink, green, and yellow.

(2) The white copy is the original. Upon completion of all required maintenance service, the white copy will be returned to the user/owning unit and filed in the equipment record jacket for one year.

(3) The yellow copy is the owning unit receipt for equipment while at the maintenance activity. The yellow copy will be returned to the maintenance shop upon completion of all repairs. This copy may be destroyed once the equipment is returned to the owning units.

(4) The green copy is the shop copy. The green copy will contain the original signature of the individual drawing equipment from the maintenance shop. The green copy will be retained in files at the maintenance for a minimum of one year.

(5) The pink copy is the administrative copy. The pink copy can be used to input "0 and 9 card" data directly into the AIS (automated information system). The pink copy is destroyed in accordance with local procedures.

9. NAVMC 10925 EROSL (ERO SHOPPING/TRANSACTION LIST):

a. Purpose: - The EROSL will be used in conjunction with the ERO to requisition, receipt for, cancel, and record partial issues and credits of repair parts associated with ground equipment undergoing repairs.

b. Responsibilities: - The ERO holder is responsible for initial preparation of the EROSL to include the header information, which consists of the following:

(1) ERO NO. - The Equipment Repair Order Number to which the EROSL refers.

(2) Unit - The unit's name that is submitting the EROSL.

(3) Date - This date pertains to DRIS (Date received in shop) of the ERO to which the EROSL refers.

(4) Date/Init - The date the mechanic filled in the EROSL and the mechanic's initials to identify him/her.

(5) Material Usage Code - Circle one of the following:

(a) "6" is for **SL-3** accessories/components

(b) "7" is for secondary repairable or **CM** (corrective maintenance)

(c) "8" is for **Modification**

(d) "9" is **PM** (preventive maintenance)

(6) Shop Section - This is the same section code that is on the ERO to which this EROSL refers.

(7) **"A"** - Indicates the reference source (publication utilized)

(8) **"B"** - **"R"** - These are used as specified by local SOP's (standard operating procedures).

c. Preparation Instruction:

(1) General Information - The EROSL pad contains seven templates with simplified instructions for preparing MIMMS AIS. To use the templates, select the one for the appropriate card type desired. All required entries must be made or the transaction will fail to process.

(2) Lay the template on the EROSL ensuring that the card columns of the template are aligned with the card columns on the EROSL and make desired entries. More detailed instructions and additional codes are available in the current UM 4790.5.

10. PARTS REQUISITION: The "4" card transaction is used to add or change a parts record. The actual data entry is completed by supply personnel.

a. Transaction Code (CC-1), enter 4.

b. ERO Number (CC-2-6), enter the ERO number to which the EROSL refers.

c. Card columns 7-10, no entry required.

d. NSN (CC-11-23), enter the appropriate NSN of the part to be ordered (to be given by the instructor - example: 5330-00-346-5429.)

e. Quantity (CC-24-26), enter the quantity of the repair part(s) to be ordered (example: 001.)

f. Card columns 27-41, no entry required.

g. Priority (CC-42-43), enter the appropriate priority of the part(s) to be ordered (blocks 52, 53, on sample ERO.)

h. Supplementary address (CC-44-48), no entry required, leave blank.

i. Unit of issue (CC-49-50), enter the unit abbreviation of the part(s) to be ordered, given by the instructor.

j. JON (job order number) (CC-51-64), enter the assigned JON to which part(s) costs are to be charged, blocks 63-76 on ERO.

k. (CC-65) Leave Blank

l. Demand Code (CC-66), enter the proper demand code which reflects if the demand for the repair is recurring R or nonrecurring (N).

(1) A repair part is normally recurring. (R)

(2) A modification is nonrecurring. (N)

m. Not Operationally Ready Supply (CC-67)

(1) NORS indicates that item is not operational because of the lack of repair part(s).

(2) The item undergoing repairs must be of priority 06 or higher, enter the NORS indicator as follows: N for Deadlining Repair Part, E for anticipated Deadlining Repair Part or a 9 to expedite immediately.

n. Advice Code (CC-68-69), leave blank.

o. Part name (CC-70-79), enter the nomenclature of the part(s) to be ordered, given by the instructor.

(1) Left-justified (first character in CC-70)

(2) If the name of the part is greater than spaces provided, abbreviate.

p. Action Code (CC-80), enter the appropriate action code for the transaction.

(1) Enter A for new demand.

(2) Action Code C will be used to indicate a change to an existing part(s) record.

#### 11. DISPOSITION:

a. The original ERO will be filed in the equipment folder after the ERO has been closed out and the EROSL may be disposed of.

b. If the unit is not in the MIMMS AIS, the EROSL will be retained for the same length of time as its associated ERO, which is one year.

#### 12. THE NAVMC 10560, WORKSHEET FOR QUARTERLY PREVENTIVE MAINTENANCE AND LTI'S:

a. Purpose - is to provide a checklist for performing and recording APM/ASPM service and Limited Technical Inspections such as:

(1) Acceptance LTI's

(2) LTI's prior to major repairs.

b. Responsibilities:

(1) The maintenance unit with the assistance of an operator performs the services and signs the forms.

(2) An ERO will be used in conjunction with this form for APM/ASPM's and LTI's.

c. Preparation instructions for APM/ASPM's

(1) Enter descriptive data in Section A.

(2) Utilizing the template, cross out all blocks which are not required for APM/ASPM's or which are N/A to that item.

(3) As each action is performed, enter the appropriate maintenance symbol in the service symbol column.

(4) List all discrepancies and associated action number under the remarks section.

(5) As each discrepancy is corrected, the mechanic accomplishing the task will place the date and initials beside the noted discrepancies, in Section B.

(6) In the 'SS' column that pertains the mechanic will also circle the defect after it has been corrected.

d. Preparation instructions for LTI's:

(1) Complete Section A and appropriate parts of Section C.

(2) The maintenance unit will conduct the inspection.

(3) The maintenance unit will indicate the repairs required and estimated cost of repairs.

(4) The total estimated cost of all repairs will be entered in Section C.

(5) The ERO number of the associated ERO will be entered in the top right hand corner of Section B.

(6) For acceptance LTI's, the LTI block will be x'd and acceptance LTI will be added.

e. Filing and Disposition:

(1) When the maintenance officer/chief has verified that all requirements listed in section "B" of the worksheet have been transferred to an ERO/EROSL, destroy the NAVMAC 10560.

(2) Retain any NAVMAC 10560 used in conjunction with an investigation until the equipment is released from investigation.

(3) Treat a NAVMAC 10560 released from investigation as a corrective maintenance (CM).

REFERENCES:

TM-4700-15/1\_

UM-4790.5